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ABSTRACT

The learner packet is part of an eight volume unit for grades 10, 11, and 12, designed for individualized progression in preparing the student for entry into the occupation of accounting clerk. Intended to be used on an individual basis at the student's own speed, the learner packet contains vocabulary, suggested lesson time, self-check keys, and worksheets for lessons 12 through 21. The unit is concerned with the basic accounting theory as it is used with the combination and subsidiary ledgers. It also acquaints the student with payroll procedures and data processing for accounting. The material presented is closely coordinated with the other documents in the eight volume accounting unit. (NJ)

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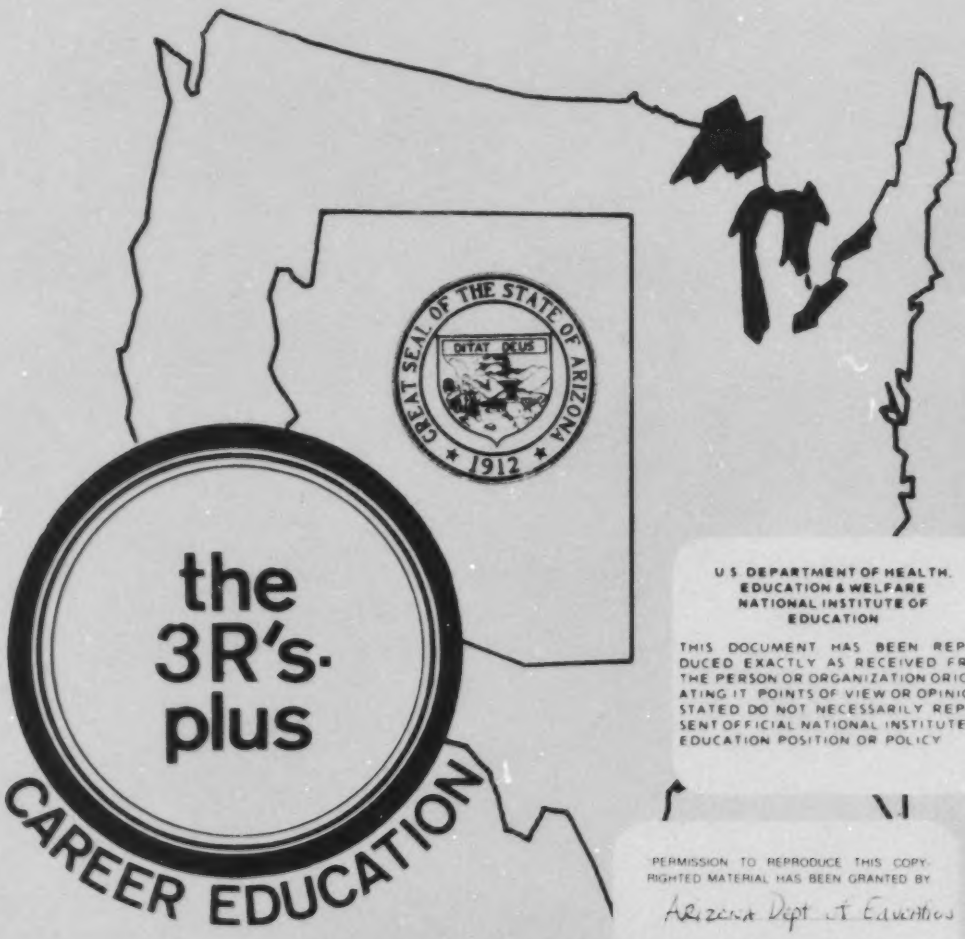

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LEARNER PACKET

ACCOUNTING CLERK GUIDE – PART 11

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CE005 308

ACCOUNTING CLERK GUIDE

A SPEC UNIT FOR THE

10TH, 11TH, OR 12TH GRADE

A CAREER EDUCATION UNIT

(AN EDITED DEVELOPMENTAL DRAFT)

Originally developed by:

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VT-102-088

MESA PUBLIC SCHOOLS

June 1973

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LEARNER'S PACKET

Purpose of Unit

This course of study is designed to help you acquire the knowledge that is necessary for entry into a position as an accounting clerk. You will study accounting theory, payroll systems, and data processing as it is used in accounting.

At different times in the unit you will be asked to evaluate yourself and discuss working as an accounting clerk based upon your performance in the lessons, personal opinion, and occupational choice.

The basic accounting knowledge that you learn will also help you manage your personal business affairs.

You will recall that you covered the accounting cycle in its simplest form in Part I. You studied basic accounting principles and procedures for a service business.

In this series of lessons, or Part II, you will follow the accounting cycle, but with the use of the combination journal and subsidiary ledgers. You will learn how a small merchandising business uses a combination journal. Basic payroll procedures and one way to handle the payroll records are part of another phase of accounting that you will learn. You will cover the simplest manual data processing systems of today and become familiar with the vocabulary and different methods of processing accounting data. All of these facets will help you tremendously when you are on the job.

UNIT DESIGN

This unit is made up of a series of lessons and is used with a high school accounting (bookkeeping) textbook and workbook.

The lessons are grouped together in what is referred to as a Learner's Packet. The packet is used with the textbook and workbook and contains everything you will need for the lessons with the exception of the tests.

You will work on an individual basis at your own speed. There is a suggested time for each lesson that you may follow as a guideline.

An explanation of the different sections of the lesson follows:

The PURPOSE is a brief description of the topics covered in the lesson.

The OBJECTIVES of the lesson or what you must learn in order to complete the tests satisfactorily are written next.

These are followed by a suggested LESSON TIME and a listing of the NEW VOCABULARY.

The fifth section of the lesson is entitled PREREQUISITE KNOWLEDGE. These few sentences not only list what you should recall before proceeding, but also show you how things that you have learned previously relate to the new lesson.

SPECIAL ACTIVITIES OR CONCERNS is the section in the lesson where information and special instructions important to that specific lesson are written. This is set apart so that you will notice, read, and consider the information.

The new vocabulary, prerequisite knowledge, and/or special activities. . . sections will be ommited if there is no need for them.

There is usually a need for the next section. It is the INTRODUCTION, and as its name implies, it introduces you to the lesson.

The numbered step-by-step tasks that you need to complete in the lesson are listed in a section entitled WHAT YOU DO/WHAT YOU NEED.

The last section of the lesson is the SUMMARY. It reviews the topics covered in the lesson. It may suggest ways in which you can apply what you have learned at home or outside of your job. You should also watch to see if the summary gives you a clue to the topic in the next lesson.

There may be five extra sheets in your packet: an Information Sheet, Exercise Sheet, Exercise Sheet Key, Worksheet, and a Worksheet Key.

The INFORMATION SHEET provides you with facts, statistics, and other information that is not found in your textbook.

When you are given information from an outside source and asked to respond to it, such as answer questions or select the correct multiple choice response, this is called a WORKSHEET. The WORKSHEET KEY is provided so that you may check your work.

The EXERCISE SHEET is a piece of paper where you can answer questions or recall information requested in the lesson. The EXERCISE SHEET KEY is provided so that you may check your work.

General Directions

for the Use of the Unit

Part II of the Learner's Packet contains ten lessons.

You will work on an individual basis at your own speed. Your instructor will be available to assist you and review the problems that are assigned in your workbook.

The Teacher's Edition of the Working Papers and Study Guides, or the workbook key for other accounting textbooks that may be used with this unit, will be available so that you may check work that is assigned in the lesson. When you have completed and corrected these problems, submit them to your instructor with a cover sheet. (See example on the Learner Information Sheet immediately following this section.)

For each lesson there is a pretest and a posttest. When you are ready to take the tests, you are to obtain them from the instructor, who will also correct them for you. If you pass the pretest, you may either read the material in the lesson or skip that lesson and go on to the next one.

When you have completed the posttest and it has been corrected, you and your instructor will discuss it together. When you satisfactorily complete either the pretest or posttest, record your score on the Learner Record Sheet and ask your instructor to initial the objective(s).

If you do not pass the posttest, additional assignments may be obtained from your instructor that will help you review the material before you take the posttest again.

When you have passed the posttest, you may go on to the next lesson. At certain times, your instructor will require you to complete all posttests over the material covered before you proceed to the next lesson.

LEARNER INFORMATION SHEET

COVER SHEET

THIS SHEET MUST BE COMPLETED IN FULL.

Name Learner's Name

Period No. _____

Problems Assigned Tasks

Date Current

For Instructor's Use

PROMPTNESS

Ahead of Schedule	On Schedule	Behind Schedule
☐	☐	☐

NEATNESS

Satisfactory	Unsatisfactory
☐	☐

CONTENT

Complete	Incomplete
☐	☐
Satisfactory	**Unsatisfactory**
☐	☐

(1) Time required to complete this assignment.

(2) Problem areas.

(3) Areas you excelled in. (4) Comments concerning tasks. (5) Remarks to instructor.

ATTACH THIS SHEET TO ASSIGNED TASKS

LESSON TWELVE

HOW TO RECORD FINANCIAL TRANSACTIONS IN A COMBINATION JOURNAL

PURPOSE

In this lesson you will learn about a new journal called the combination journal. You will be studying accounting procedures as they apply to a merchandising business. A new account, the proprietor's drawing account, will also be introduced in this lesson.

When you have successfully completed this lesson, you should be able to do the following:

1. *You will give the definition of a combination journal and describe its significance.*

2. *You will describe two advantages of the combination journal over the cash journal.*

3. *When you are given a list of accounting transactions and a combination journal form, you will record the transaction in the combination journal.*

4. *When you are given a combination journal with data, you will complete it by pencil footing the journal, proving cash, and totaling and ruling the journal.*

Lesson Time

This lesson should take you approximately three hours — forty-five minutes for the pretest, ninety minutes for the lesson, and forty-five minutes for the posttest.

New Vocabulary

As you are reading in your textbook, look for the following terms:

Combination journal
Merchandise
Cost of merchandise
Purchase order
Purchase on account
Purchase invoice
Invoice
Sales invoice
Sale on account
Memorandum
Withdrawals
Drawing account
Correcting entry

Prerequisite Knowledge

You will need to recall the effects of financial transactions on ledger accounts, the four steps that are followed when journalizing, how to prove cash, and how to total and rule a journal.

Special Activities or Concerns

None

At this time, ask your instructor for the pretest. If your performance is satisfactory, you may go on to the next lesson. Be sure to record your pretest score on your record sheet.

INTRODUCTION

In this lesson, you will follow the four steps for journalizing that you have previously learned and record financial transactions for a merchandising business in a a combination journal.

Did you see some new terms in the last paragraph? What is a *merchandising business* or a *combination journal*? A merchandising business is a business that buys products for resale, such as a clothing store or hardware store.

A combination journal is just as its name implies, a combination of many journals. You have only studied two types of journals so far, the general journal and the cash journal. Toward the end of this series of lessons, you will learn about other special journals.

Go on to the next page and follow the directions for the activities.

WHAT YOU DO	WHAT YOU NEED
1. Different businesses use different forms of accounting papers. A new type of journal, the combination journal, is introduced in this lesson. Read about it in Chapter 12, pages 186 through 205 in your textbook.	1. Century 21 Accounting textbook
2. On the exercise sheet in the lesson, write the definition of a combination journal and describe its significance.	2. Exercise Sheet
3. Describe two advantages of the combination journal over the cash journal. Write your answers on the exercise sheet.	3. Exercise Sheet
4. Check your answers to Tasks 2 and 3, using the exercise sheet key.	4. Exercise Sheet Key
5. The four steps for recording transactions in a journal that you learned in Lessons 2 and 6 are the same steps that you will follow to record transactions in a combination journal. Do Problem 12-1, pages 207 and 208 in your textbook.	5. Century 21 Accounting textbook Working Papers and Study Guides workbook
6. Check your work, using the teacher's edition of the workbook.	6. Teacher's Edition of the Working Papers and Study Guides
7. Complete the *Combination Journal Worksheet* according to the instructions given.	7. *Combination Journal Worksheet*
8. Check your work, using the worksheet key.	8. *Combination Journal Worksheet* Key

Please go on to the next page and read the summary.

SUMMARY

Don't let the ten-column journal scare you! Because all the transactions for a business are recorded in one place, you will be able to see the overall picture of the effects of each transaction.

A *Household Expense Record* that you use to record your personal financial records usually contains several columns where you may sort and summarize your income and expenses.

Request the posttest for Lesson 12 from your instructor. After you complete the test and your instructor has checked it, record the score on your learner record sheet and ask him to initial the objective.

NAME_____

PERIOD_____

BEGINNING DATE_____

LEARNER RECORD SHEET 4 DATE OF COMPLETION_____

The next two lessons will concern the following objectives. As you satisfactorily complete the pretest or posttest, record your test score in the box by the objective and have your instructor write his initials in the space provided.

Pre	Post	Initial

Lesson 12: How to Record Financial Transactions in a Combination Journal

1. You will give the definition of a combination journal and describe its significance.
2. You will describe two advantages of the combination journal over the cash journal.
3. When you are given a list of accounting transaction and a combination journal form, you will record the transactions in the combination journal.
4. When you are given a combination journal with data, you will complete it by pencil footing the journal, proving cash, and totaling and ruling the journal.

Pre	Post	Initial

Lesson 13: How to Post the Combination Journal to the General and Subsidiary Ledgers.

1. You will list the names of two subsidiary ledgers and their controlling accounts.

2. You will list the five steps used in posting the individual entries and special columns in a combination journal.

3. When you are given a totaled and ruled combination journal, as well as the necessary general and subsidiary ledger forms, you will post from the journal to the appropriate accounts in the ledgers.

4. When you are given a subsidiary ledger and an accounting report form, you will prepare the appropriate schedule for the ledger.

5. When you are given an incorrect trial balance and the accompanying ledger, you will correct the errors.

LESSON TWELVE NAME_____

EXERCISE SHEET DATE_____

TASK 2

Define a combination journal and describe its significance.

TASK 3

Describe two advantages of the combination journal over the cash journal.

1.

2.

Lesson Twelve

Exercise Sheet Key

Task 2

Define a combination journal and describe its significance.

The combination journal is a multi-column journal in which all the entries of a business can be recorded.

Task 3

Describe two advantages of the combination journal over the cash journal.

1. It is flexible because of multiple columns.

2. Fewer journals are needed when a combination journal is used.

LESSON TWELVE NAME_____

COMBINATION JOURNAL DATE_____

WORKSHEET

Instructions:

1. Complete the combination journal by pencil footing, totaling, and ruling the journal.

2. Prove cash. The cash balance on May 1 was $350.00. The balance shown on the check stub for check no. 322 was $1545.50.

COMBINATION JOURNAL WORKSHEET (Continued) Lesson 12

Page 2

COMBINATION JOURNAL

1	2 Cash Debit	2 Cash Credit	Date	Account Title	Doc. No.	P.R.	3 General Debit	4 General Credit
			May 1	Balance on hand $350.00		✓		
2	55.00		1	Office Equipment	C301			55.00
3	1000.00		2	James Walley, Capital	C502			1000.00
4		270.00	3	Rent Expense	CR318		270.00	
5		100.00	7	✓	CR319			
6			8	Greene, Inc.	P480			
7			11	Office Equipment	M36		200.00	
8				Trip Office Equipment				
9			14	Supplies	M37		30.00	
10				L. & M. Co.				
11	350.00		15	✓	R503			
12			15	A. J. Lickey	S291			
13		200.00	16	Greene, Inc.	CR320			
14			18	P. R. Reynolds	S292			
15			18	N. L. Davis	P481			
16		12.50	23	Misc. Expense	CR321		12.50	
17			25	John Woods	S293			
18	108.00		28	John Woods	R504			
19	265.00		31	✓	R505			
20								
21								
22								
23								
24								
25								
26								
27								
28								
29								
30								
31								
32								
33								
34								
35				22				
36								

COMBINATION JOURNAL WORKSHEET (Continued) — Lesson 12

FOR MONTH OF May 19-- — Page 2

n	5	6	7	8	9	10
	Accounts Receivable		Sales	Accounts Payable		Purchases
	Debit	Credit	Credit	Debit	Credit	Debit
1						
2						
3						
4						
5						10000
6					20000	20000
7						
8					20000	
9						
10					3000	
11			35000			
12	12700		12700			
13				20000		
14	17500		17500			
15					58000	58000
16						
17	10800		10800			
18		10800				
19			26500			
20						
21						
22						
23						
24						
25						
26						
27						
28						
29						
30						
31						
32						
33						
34						
35						
36						

23

LESSON TWELVE

COMBINATION JOURNAL

WORKSHEET KEY

Instructions:

1. Complete the combination journal by pencil footing, totaling, and ruling the journal.

2. Prove cash. The cash balance on May 1 was $350.00. The balance shown on the check stub for check no. 322 was $1545.50.

Cash proof:

Balance on hand May 1, 19__	$ 350.00
Plus cash receipts	1778.00
Total	$2128.00
Minus cash payments	582.50
Cash balance according to journal	$1545.50
Cash balance according to check stub	$1545.50

COMBINATION JOURNAL WORKSHEET KEY (Continued)

Lesson 12

Page 2

COMBINATION JOURNAL

1	2					3	4	
Cash					Doc.	P.R.	General	
Debit	Credit	Date	Account Title		No.		Debit	Credit
		May 1	Balance on hand	$3500.00		✓		
55.00		1	Office Equipment		R501			55.00
1000.00		2	Jones Valley Capital		R502			1000.00
	270.00	3	Rent Expense		CR318		270.00	
	100.00	7	✓		CR319			
		8	Greens Inc.		P480			
		11	Office Equipment		M36		200.00	
			Fris Office Equip.					
		14	Supplies		M37		30.00	
			L & M Co.					
350.00		15	✓		R503			
		15	S. J. Lickey		S291			
	200.00	16	Greens Inc.		CR320			
		18	P. R. Reynolds		S292			
		18	N. L. Davis		P481			
	12.50	23	Misc. Expense		CR321		12.50	
		25	John Woods		S293			
108.00		28	John Woods		R504			
265.00		31	✓		R505			
1777.00	682.50	31	Totals				512.50	1055.00

25

COMBINATION JOURNAL WORKSHEET KEY (Continued)

Lesson 12

FOR MONTH OF May 19--

Page 2

	5	6	7	8	9	10	
	Accounts Receivable		Sales	Accounts Payable		Purchases	
	Debit	Credit	Credit	Debit	Credit	Debit	
1							1
2							2
3							3
4							4
5						10000	5
6					20000	20000	6
7							7
8					20000		8
9							9
10					3000		10
11			35000				11
12	12700		12700				12
13				20000			13
14	17500		17500				14
15					58000	58000	15
16							16
17	10800		10800				17
18		10800					18
19			26500				19
20	71000	10800	102500	20000	101000	88000	20
21							21
22							22
23							23
24							24
25							25
26							26
27							27
28							28
29							29
30							30
31							31
32							32
33							33
34							34
35							35
36							36

LESSON THIRTEEN

HOW TO POST THE COMBINATION JOURNAL TO THE GENERAL AND SUBSIDIARY LEDGERS

PURPOSE

In this lesson you will learn about two new types of ledgers called subsidiary ledgers. You will also learn how to post the combination journal. The lesson also provides a review of the steps to locate errors in the trial balance and other accounting reports when they do not balance.

When you have successfully completed this lesson, you will be able to do the following:

1. *You will list the names of two subsidiary ledgers and their controlling accounts.*

2. *You will list the five steps used in posting the individual entries and special columns in a combination journal.*

3. *When you are given a totaled and ruled combination journal, as well as the necessary general and subsidiary ledger forms, you will post the journal to the appropriate ledgers.*

4. *When you are given a subsidiary ledger and an accounting report form, you will prepare the appropriate schedule for the ledger.*

5. *When you are given an incorrect trial balance and the accompanying ledger, you will correct the errors.*

Lesson Time

This lesson will take you approximately three hours — forty-five minutes to take the pretest ninety minutes to read the textbook and complete the tasks, and forty-five minutes to take the posttest.

New Vocabulary

The new words that you will need to watch for and learn the definitions of in this lesson are:

General ledger

Subsidiary ledger

Controlling account

Accounts receivable ledger

Accounts payable ledger

Schedule of accounts receivable

Schedule of accounts payable

Prerequisite Knowledge

You should recall the purpose of the ledger and the five steps used in posting to the ledger. You will also need to know the seven steps followed to find errors when a trial balance does not balance.

Special Activities or Concerns

All objectives on *Learner Record Sheet 4* must be signed by your instructor before you may go on to Lesson 14.

At this point, ask your instructor for the pretest. If your performance is satisfactory, you may go on to the next lesson. Be sure to record your pretest score on your record sheet.

INTRODUCTION

You have already learned how to post the general columns and special columns of a journal in Lesson 7. The procedures for posting the combination journal are the same, except this time there are *eight* special columns, where you will post only the column totals to the general ledger.

In this lesson a new type of ledger, called a subsidiary ledger, is introduced. The balances of the accounts in the subsidiary ledger are summarized in one account, referred to as a controlling account in the general ledger.

The two subsidiary ledgers and the controlling accounts that you will study in this lesson are accounts receivable and accounts payable. As you read the material in the lesson and complete the tasks, you will see how these subsidiary ledgers help an accountant sort, summarize, and report financial data for a business.

Go on to the next page now and read the activities for the lesson.

WHAT YOU DO	WHAT YOU NEED
1. Read Chapter 13, pages 211 through 234 in your textbook. As you are reading, look for the words that are listed in the new vocabulary.	1. Century 21 Accounting textbook
2. List the names of two subsidiary ledgers and their controlling accounts on the exercise sheet.	2. Exercise Sheet
3. Were you able to do Task 2 without referring to your textbook? Try to list the five steps used in posting the individual entries and special columns in a combination journal on the exercise sheet without using the textbook.	3. Exercise Sheet
4. Check your answers to Task 2 and Task 3, using the exercise sheet key.	4. Exercise Sheet Key
5. Complete Problem 13-1 on pages 236 through 238 in the textbook.	5. Century 21 Accounting textbook Working Papers and Study Guides Workbook
6. Check Problem 13-1, using the teacher's edition.	6. Teacher's Edition of the Working papers and Study Guides
7. If you do not remember the steps for locating errors when a trial balance does not balance, reread pages 126 through 128 in your textbook. Follow the steps and complete the *Trial Balance Worksheet* according to the instructions given.	7. Century 21 Accounting textbook *Trial Balance Worksheet*
8. Check the worksheet, using the worksheet key.	*Trial Balance Worksheet* Key

Now go on to the next page and read the summary.

Summary

The combination journal is a very convenient journal because all of the financial transactions for a business may be recorded in one place. If there are several entries in the general columns of the combination journal, you may want to post more often than once a month.

As you continue in the lessons and learn more tasks that an accounting clerk performs, such as handling a checking account, computing payroll, and using data processing methods to complete reports, you will continue to use the combination journal to record the necessary transactions.

Request the posttest from your instructor. When you have completed the test, go over it with your instructor. If you have completed the test satisfactorily, record your score and have your instructor initial the objectives. When all of the objectives on *Learner Record Sheet 4* have been completed and initialed, you may go on to Lesson 14.

LESSON THIRTEEN NAME_____

EXERCISE SHEET DATE_____

TASK 2

List the names of two subsidiary ledgers and their controlling accounts.

1. Subsidiary ledgers:

   a.

   b.

2. Controlling accounts:

   a.

   b.

TASK 3

List the five steps used in posting the individual entries and special columns in the combination journal.

1.

2.

3.

4.

5.

Lesson Thirteen

Exercise Sheet Key

Task 2

List the names of two subsidiary ledgers and their controlling accounts.

1. Subsidiary ledgers:
   a. Accounts receivable
   b. Accounts payable

2. Controlling accounts:
   a. Accounts receivable
   b. Accounts payable

Task 3

List the five steps used in posting the individual entries and special columns in the combination journal.

1. Write the amount of the transaction or special column amount in the ledger.
2. Total the ledger accounts.
3. Write the date in the ledger.
4. Write the post reference in the ledger.
5. Write the post reference in the combination journal.

LESSON THIRTEEN NAME_____

TRIAL BALANCE DATE_____

WORKSHEET

TASK 7

Below is a trial balance which is out of balance. Find the errors in the trial balance and prepare a corrected one.

Ned Horn
Trial Balance
January 31, 19-

Cash	11	2003 37	
Automobile	12	4250 00	
Office Furniture	13	1150 00	
Office Equipment	14	1000 00	
ABC Company	21		1000 00
Crane Company	22		549 57
Del Ray Company	23		123 00
Ned Horn, Capital	31		6450 55
Fees Income	41		1800 50
Automobile Expense	51	51 98	
Miscellaneous Expense	52	71 73	
Rent Expense	53	1750 00	
Supplies Expense	54	113 04	
Telephone Expense	55	11 50	
		8826 62	9023 62

GENERAL LEDGER

Cash — ACCOUNT NO. 11

DATE	ITEMS	Post. Ref.	DEBIT	DATE	ITEMS	Post. Ref.	CREDIT
Jan. 1	Balance	J1	1696.00	Jan. 31		C2	1328.13
31		C2	1635.50				
	2003.37		3331.50				

Automobile — ACCOUNT NO. 12

DATE	ITEMS	Post. Ref.	DEBIT	DATE	ITEMS	Post. Ref.	CREDIT
Jan. 1	Balance	J1	4250.00				

Office Furniture — ACCOUNT NO. 13

DATE	ITEMS	Post. Ref.	DEBIT	DATE	ITEMS	Post. Ref.	CREDIT
Jan. 1	Balance	J1	650.00	Jan. 25		C2	35.00
11		C2	500.00				
			1150.00				

Office Equipment — ACCOUNT NO. 14

DATE	ITEMS	Post. Ref.	DEBIT	DATE	ITEMS	Post. Ref.	CREDIT
Jan. 1	Balance	J1	550.00				
31		C2	450.00				
			1000.00				

GENERAL LEDGER

ABC Company ACCOUNT NO 21

DATE	ITEMS	Post. Ref.	DEBIT	DATE	ITEMS	Post. Ref.	CREDIT
Jan 24		C2	99 75	Jan 1	Balance 100.00	J1	199 75

Crane Company ACCOUNT NO 22

DATE	ITEMS	Post. Ref.	DEBIT	DATE	ITEMS	Post. Ref.	CREDIT
Jan 28		C2	200 00	Jan 1	Balance 459.57	J1	659 57

Del Ray Company ACCOUNT NO 23

DATE	ITEMS	Post. Ref.	DEBIT	DATE	ITEMS	Post. Ref.	CREDIT
Jan 18		C2	123 00	Jan 1	Balance	J1	123 00

Ned Horn, Capital ACCOUNT NO 31

DATE	ITEMS	Post. Ref.	DEBIT	DATE	ITEMS	Post. Ref.	CREDIT
				Jan 1	Balance	✓	6450 55

GENERAL LEDGER

Fees Income ACCOUNT NO. 41

DATE	ITEMS	POST. REF.	DEBIT	DATE	ITEMS	POST. REF.	CREDIT
				Jan. 31		C2	1800 50

Automobile Expense ACCOUNT NO. 51

DATE	ITEMS	POST. REF.	DEBIT	DATE	ITEMS	POST. REF.	CREDIT
Jan. 2		C2	13 39				
16		C2	12 49				
24		C2	11 50				
29		C2	15 60				
			51 98				

Miscellaneous Expense ACCOUNT NO 52

DATE	ITEMS	POST. REF.	DEBIT	DATE	ITEMS	POST. REF.	CREDIT
Jan 9		C2	21 30				
16		C2	9 15				
22		C2	10 50				
29		C2	18 40				
30		C2	12 38				
			71 73				

Rent Expense ACCOUNT NO 53

DATE	ITEMS	POST. REF.	DEBIT	DATE	ITEMS	POST. REF.	CREDIT
Jan 4		C2	175 00				

37

GENERAL LEDGER

Supplies Expense ACCOUNT NO. 54

DATE	ITEMS	Post. Ref.	DEBIT	DATE	ITEMS	Post. Ref.	CREDIT
Jan 4		C2	50 37				
14		C2	48 26				
30		C2	32 41				
			131 04				

Telephone Expense ACCOUNT NO. 55

DATE	ITEMS	Post. Ref.	DEBIT	DATE	ITEMS	Post. Ref.	CREDIT
Jan. 31		C2	11 50				

ACCOUNT NO. _____

DATE	ITEMS	Post. Ref.	DEBIT	DATE	ITEMS	Post. Ref.	CREDIT

ACCOUNT NO _____

DATE	ITEMS	Post. Ref.	DEBIT	DATE	ITEMS	Post. Ref.	CREDIT

LESSON THIRTEEN

TRIAL BALANCE

WORKSHEET KEY

TASK 7

The corrected trial balance appears below. The ledger accounts, showing the corrections follow.

Ned Horn
Trial Balance
January 31, 19--

Cash	11	200337	
Automobile	12	425000	
Office Furniture	13	111500	
Office Equipment	14	100000	
WBC Company	21		10000
Crane Company	22		45957
Ned Horn, Capital	31		645055
Fees Income	41		180050
Automobile Expense	51	5298	
Miscellaneous Expense	52	7173	
Rent Expense	53	17500	
Supplies Expense	54	13104	
Telephone Expense	55	1150	
		881062	881062

GENERAL LEDGER

ABC Company — ACCOUNT NO 21

DATE	ITEMS	Post Ref	DEBIT	DATE	ITEMS	Post Ref	CREDIT
Jan 24		C2	97 75	Jan 1	Balance 100.00	G1	197 75

Crane Company — ACCOUNT NO 22

DATE	ITEMS	Post Ref	DEBIT	DATE	ITEMS	Post Ref	CREDIT
Jan 28		C2	200 00	Jan 1	Balance 459.57	G1	659 57

Del Ray Company — ACCOUNT NO 23

DATE	ITEMS	Post Ref	DEBIT	DATE	ITEMS	Post Ref	CREDIT
Jan 18		C2	123 00	Jan 1	Balance 0.00	G1	123 00

Rea Horn, Capital — ACCOUNT NO 31

DATE	ITEMS	Post Ref	DEBIT	DATE	ITEMS	Post Ref	CREDIT
				Jan 1	Balance	✓	6458 55

GENERAL LEDGER

Fees Income

ACCOUNT NO 41

DATE	ITEMS	POST. REF.	DEBIT	DATE	ITEMS	POST. REF.	CREDIT
				19-- Jan. 31		C2	1800 50

Automobile Expense

ACCOUNT NO. 51

DATE	ITEMS	POST REF.	DEBIT	DATE	ITEMS	POST REF.	CREDIT
19-- Jan. 2		C2	13 39				
16		C2	12 49				
24		C2	11 50				
29		C2	15 60				
			51 98				
			52				

Miscellaneous Expense

ACCOUNT NO 52

DATE	ITEMS	POST. REF.	DEBIT	DATE	ITEMS	POST. REF.	CREDIT
19-- Jan. 9		C2	21 30				
16		C2	9 15				
22		C2	10 50				
29		C2	18 40				
30		C2	12 38				
			71 73				

Rent Expense

ACCOUNT NO 53

DATE	ITEMS	POST REF.	DEBIT	DATE	ITEMS	POST REF	CREDIT
19-- Jan. 4		C2	175 00				

GENERAL LEDGER

Supplies Expense

ACCOUNT NO. 54

DATE	ITEMS	Post. Ref.	DEBIT	DATE	ITEMS	Post. Ref.	CREDIT
Jan. 4		C2	50 37				
14		C2	48 26				
20		C2	32 41				
			131 04				

Telephone Expense

ACCOUNT NO. 55

DATE	ITEMS	Post. Ref.	DEBIT	DATE	ITEMS	Post Ref	CREDIT
Jan. 31		C2	11 50				

ACCOUNT NO. _____

DATE	ITEMS	Post. Ref.	DEBIT	DATE	ITEMS	Post Ref	CREDIT

ACCOUNT NO. _____

DATE	ITEMS	Post Ref.	DEBIT	DATE	ITEMS	Post Ref	CREDIT

LESSON FOURTEEN

CHECKING ACCOUNTS

PURPOSE

In this lesson you will learn the procedures for opening and depositing money to a checking account. You will write checks, record the appropriate journal transactions, and learn how to reconcile a bank statement.

When you have successfully completed this lesson, you will be able to do the following:

1. *You will list four steps for opening and depositing money to a checking account.*

2. *When you are given a blank check and the information that is needed to complete the check and stub, such as number, date, deposits, bank balance, amount of check, drawer and payee, you will write a check according to the five steps of check writing.*

3. *You will list the six steps used in reconciling a bank statement.*

4. *When you are given the bank balance and cash balance for a checking account, and a list of outstanding checks, outstanding deposits, and other bank deductions, you will reconcile a bank statement.*

Lesson Time

This lesson will take you approximately two and one-half hours — about forty-five minutes to take the pretest, sixty minutes to complete the activities in the lesson, and forty-five minutes to take the posttest.

New Vocabulary

As you are reading the textbook and looking for the new vocabulary words and phrases, think of them not only as they are used in a business, but also as they might apply to your personal bookkeeping.

Depositor	*Drawer*
Checking account	*Payee*
Savings account	*Drawee*
Signature card	*Voiding a check*
Deposit slip	*Bank balance*
ABA numbers	*Bank statement*
Magnetic ink characters	*Canceled checks*
MICR	*Outstanding checks*
Endorsement	*Outstanding deposits*
Blank endorsement	*Bank service charge*
Endorsement in full	*Reconciling the bank statement*
Restrictive endorsement	*Dishonored check*

Prerequisite Knowledge

You will need to recall the debit and credit theory necessary to record miscellaneous entries in the combination journal.

Guess what? You are right. This is the time when you should ask your instructor for the pretest. If your performance on the pretest is satisfactory, you may save yourself some work and go on to the next lesson. Don't forget to record your pretest score on your record sheet.

INTRODUCTION

Why do businesses and individuals prefer using checks rather than currency? Why is it important to know how to write a check correctly? If you use a check to take funds out of an account, what do you use to put money in?

The answers to these questions and more valuable information concerning bank services are contained in this lesson.

Go on to the next page and follow the directions for the activities.

WHAT YOU DO	WHAT YOU NEED
1. Read Chapter 14, pages 239 through 253 in your textbook.	1. Century 21 Accounting textbook
2. On the exercise sheet in the lesson, list the four steps for opening and depositing money to a checking account.	2. Exercise Sheet
3. Review pages 239 through 244 in your textbook. Were you able to list the four steps in Task 2? You may also use the exercise sheet key to check your answers.	3. Century 21 Accounting textbook Exercise Sheet Key
4. Why do you need to know the "proper" way to write a check? Look at the two checks on the information sheet and you will see how a dishonest person could manipulate a check that has not been carefully written.	4. *Check Writing* Information Sheet
5. Do problem 14-2 on page 256 in your textbook.	5. Century 21 Accounting textbook Working Papers and Study Guides Workbook
6. Check the problem using the teacher's edition.	6. Teacher's Edition of the Working Papers and Study Guides
7. Many bank statements have a form on the back of the statement where you can fill in the blanks, follow the directions, and reconcile the bank statement and the check-stub balance. If this form is not available you will need to know the steps used in reconciling a bank statement. Write the six steps on the exercise sheet.	7. Exercise Sheet

WHAT YOU DO	WHAT YOU NEED
8. Check your answers using the exercise sheet key.	8. Exercise Sheet Key
9. Now, follow these steps and complete Drills 14-D1, 14-D2, and 14-D3 on pages 254 and 255.	9. Century 21 Accounting textbook Working Papers and Study Guides Workbook
10. Do you feel that you have had enough practice? Do one more problem, problem 14-3 on page 256 in your textbook, because this will give you practice recording the appropriate journal transaction.	10. Century 21 Accounting textbook Working Papers and Study Guides Workbook
11. Check the answers to Tasks 9 and 10, using the teacher's edition of the workbook.	11. Teacher's Edition of the Working Papers and Study Guides

Go on to the next page and read the summary.

SUMMARY

Have your friends or family asked you about what you have been learning? This lesson would be a good one to share with them because it contains useful information for both businesses and individuals.

If you look at the questions in the introduction, now you can probably provide many answers to them. Checks are a safer method of sending money through the mail than cash. (A check for ninety-nine cents also weighs less than a fifty-cent piece, a quarter, two dimes, and four pennies, and so it saves the cost of postage!)

When you keep an accurate checking account record you have a listing of your income and expenses.

Request the posttest from your instructor. When you complete it satisfactorily record the score on your record sheet and ask your instructor to sign his initials. When this is done you may go on to Lesson 15.

NAME_____

PERIOD_____

BEGINNING DATE_____

LEARNER RECORD SHEET 5 DATE OF COMPLETION_____

The next two lessons will concern the following objectives. As you satisfactorily complete the pretest or posttest, record your test score in the box by the objective and have your instructor write his initials in the space provided.

Pre	Post	Initial

Lesson 14: Checking Accounts

1. You will list four steps for opening and depositing money to a checking account.

2. When you are given a blank check and the information that is needed to complete the check and stub, such as number, date, deposits, bank balance, amount of check, drawer, and payee, you will write a check according to the five steps of check writing.

3. You will list the six steps used in reconciling a bank statement.

4. When you are given the bank balance and cash balance for a checking account, and a list of outstanding checks, outstanding deposits, and other bank deductions, you will reconcile a bank statement.

Pre	Post	Ini-tial

Lesson 15: Work Sheet with Adjustments

1. You will describe the primary function of adjusting entries.
2. You will describe one reason why an eight-column work sheet is used rather than a six-column work sheet.
3. You will list three accounts that need adjusting at the end of a fiscal period.
4. You will list two types of inventory and describe their significance.

LESSON FOURTEEN

CHECK WRITING

INFORMATION SHEET

No. 25
91-105

January 19, 1974

Pay to the Order of Neal Thompson $ 5 00/100

Five and 00/100 Dollars

Friendly City Bank
Friendly City, Az.

Joe Hancock

1533-0105 562-4835

No. 25
91-105

January 19, 1974

Pay to the Order of Neal Thompson and Fred Jones $ 65 00/100

Sixty-Five and 00/100 Dollars

Friendly City Bank
Friendly City, Az.

Joe Hancock

1533-0105 562-4835

LESSON FOURTEEN NAME_____

EXERCISE SHEET DATE_____

TASK 2

List four steps for opening and depositing money to a checking account.

a.

b.

c.

d.

TASK 7

List the six steps used in reconciling a bank statement.

a.

b.

c.

d.

e.

f.

Lesson Fourteen
Exercise Sheet Key

Task 2

List four steps for opening and depositing money to a checking account.

a. Fill out signature card.

b. Endorse any checks (for deposit only).

c. Fill out deposit slip.

d. Obtain a receipt.

Task 7

List the six steps used in reconciling a bank statement.

a. List the check stub balance.

b. Deduct the bank service charge from the check stub balance.

c. List the bank statement balance.

d. Add the outstanding deposits to the bank balance.

e. Deduct the outstanding checks from the bank statement.

f. Compare the balances.

Lesson Fifteen

WORK SHEET WITH ADJUSTMENTS

Purpose

In this lesson, you will become familiar with the eight-column work sheet and how it is used when an accountant calculates adjusting entries. You will also learn the accounts that must be adjusted periodically.

When you have satisfactorily completed this lesson, you should be able to do the following:

1. *You will describe the primary function of adjusting entries.*
2. *You will describe one reason why an eight-column work sheet is used rather than a six-column work sheet.*
3. *You will list three accounts that need adjusting at the end of a fiscal year.*
4. *You will list two types of inventory and describe their significance.*

Lesson Time

This lesson should take you approximately an hour and one-half--fifteen minutes for the pretest, sixty minutes to read your text and complete the tasks, and fifteen minutes for the posttest.

New Vocabulary

Adjustments

Adjusting entries

Inventory

Merchandise inventory

Prepaid insurance

Physical inventory

Perpetual inventory

Learner Prerequisite Knowledge

You should recall the information you learned in Lesson 9 about the six-column work sheet and its function.

Special Activities

When you finish this lesson, all of the objectives on *Learner Record Sheet 5* must be initialed by your instructor before you continue in the lessons.

A new lesson means a new pretest. Ask your instructor for it. If your performance is satisfactory, you may go on to the next lesson. But don't forget to record your pretest score on your record sheet.

INTRODUCTION

The eight-column work sheet is not a financial statement for a business, but an analysis paper for organizing and summarizing financial data about the operation of a business. The two new columns provide space where adjustments may be made to certain accounts to bring them up to date.

Did you notice that when you bought supplies you debited or increased the account, but when you used the supply, such as typewriting paper, you did nothing to credit or decrease the account at that time? If the ledger "says" you have $10 worth of paper, and the account is never "adjusted," you are going to be out of paper before you know it! This is the reason for adjusting entries.

Go on now and read and complete the tasks.

WHAT YOU DO	WHAT YOU NEED
1. You will not be required to master the eight-column work sheet or the adjusting entries, but you need to understand their function and know how they tie into the accounting cycle. Read Chapter 15, pages 269 through 286 in your textbook.	1. Century 21 Accounting textbook
2. On the exercise sheet in the lesson, describe the primary function of the adjusting entries.	2. Exercise Sheet
3. Describe on the exercise sheet one reason why an eight-column work sheet is used rather than a six-column work sheet.	3. Exercise Sheet
4. On the exercise sheet in the lessone, list three accounts that need adjusting at the end of a fiscal period.	4. Exercise Sheet
5. List on the exercise sheet two types of inventory and describe their significance.	5. Exercise Sheet
6. Use the exercise sheet key to check your answers to Task 2 through Task 5. If you were not able to correctly answer any of the tasks, reread the sections in your textbook that are concerned with these subjects.	6. Exercise Sheet Key

Go on to the next page and read the summary.

SUMMARY

What type of inventory do you use at home to keep track of your clothes? If you were the bookkeeper, what type of inventory would you use to keep track of the typewriting paper we discussed in the introduction?

The eight-column work sheet that you have learned about will be used in the next lesson to prepare the financial statements for the business at the end of the month.

Request the posttest from your instructor. When you finish the test, ask him to correct it. If you satisfactorily complete it, record the score on your learner record sheet and ask your instructor to sign his initials.

LESSON FIFTEEN NAME_____

EXERCISE SHEET DATE_____

TASK 2

Describe the primary function of the adjusting entries.

TASK 3

Describe one reason why an eight-column work sheet is used rather than a six-column work sheet.

TASK 4

List three accounts that need adjusting at the end of a fiscal period.

1.

2.

3.

TASK 5

List two types of inventory and describe their significance.

Lesson Fifteen

Exercise Sheet Key

Task 2

Describe the primary function of the adjusting entries.

The primary function of the adjusting entries is to bring certain accounts up to date.

Task 3

Describe one reason why an eight-column work sheet is used rather than a six-column work sheet.

An eight-column work sheet contains two columns to be used for adjustments.

Task 4

List three accounts that need adjusting at the end of a fiscal period.

1. Merchandise inventory
2. Supplies
3. Prepaid insurance

Task 5

List two types of inventory and describe their significance.

Two types of inventory are physical, which represents an actual count, and perpetual, which shows changes in the amounts on hand as the changes occur. Both help keep accurate records.

LESSON SIXTEEN

FINANCIAL STATEMENTS

PURPOSE

The income statement, balance sheet, and capital statement are financial statements that report the status and progress of a business in a convenient form. In this lesson, you will review the purposes of these reports, learn how to interpret them, and learn their place in the accounting cycle.

After the completion of this lesson, you should be able to satisfactorily achieve the following objective.

When you are given two financial statements (an income statement and a balance sheet), you will analyze them.

LESSON TIME

This lesson should take you approximately two hours — thirty minutes for the pretest, sixty minutes for the activities, and thirty minutes for the posttest.

New Vocabulary

As you are reading in the textbook, look for the following new terms:

Cost of merchandise sold	*Cash basis*
Gross profit on sales	*Supporting schedule*
Net loss	*Report form of balance sheet*
Capital statement	*Accrual basis*

Prerequisite Knowledge

You should recall the classifications of the accounts that are used in each of the financial reports. You may want to review Chapter 10 in Century 21 Accounting.

At this point, ask your instructor for the pretest. If your performance is satisfactory, you may go on to the next lesson. Be sure to record your pretest score on your record sheet.

INTRODUCTION

In this lesson, you will review the balance sheet and income statement and learn about a new financial report, the capital statement. These reports are prepared to show the progress and conditions of a business in a convenient form. All of the information needed for the preparation of the reports may be found on the worksheet.

When you trace the financial data from the source document through the journal, ledger, and work sheet to the financial statements, you can see where accurate recording of information is very important.

Go on to the next page and do the activities listed.

WHAT YOU DO	WHAT YOU NEED
1. Read Chapter 16, pages 293 through 307 in your textbook.	1. Century 21 Accounting textbook
2. Complete the *Financial Report Worksheet* by analyzing each statement and describing at least five key facts that a businessman would want to know about his business. This is called interpreting the report.	2. *Financial Report Worksheet*
3. Check your answers to the worksheet, using the worksheet key.	3. *Financial Report Worksheet* Key

Now go on to the next page and read the summary.

SUMMARY

Because a work sheet only organizes and summarizes information, an accountant prepares financial statements such as the balance sheet, income statement, and capital statement to report the information in a systematic manner.

The accountant must also know how to interpret these reports and tell owners, managers, and stockholders what they indicate. This is the accountant's job. A salesman for a business sells the product, a production worker manufactures the product, the delivery man transfers the product from the company to the customer, and the accountant records and reports the financial transactions involved. It is the accountant who must tell the owner that he should raise his prices to cover the cost of goods sold so he will make a profit and not suffer a loss.

Request the posttest from your instructor. When you are finished, ask him to correct it. If you satisfactorily complete it, record your score, ask your instructor to sign his initials, and go on to the next lesson.

LEARNER RECORD

SHEET 6

NAME_____

PERIOD_____

BEGINNING DATE_____

DATE OF COMPLETION_____

The next four lessons will concern the following objectives. As you complete the pretest or posttest satisfactorily, record your score in the box by the objective and ask your instructor to write his initials in the appropriate box.

Pre	Post	Initial

Lesson 16: Financial Statements When you are given two financial statements (an income statement and a balance sheet), you will analyze them.

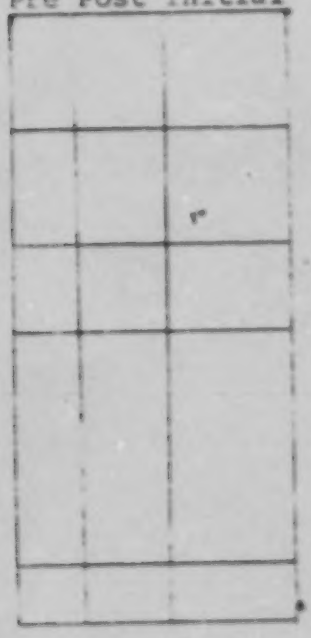
Lesson 17: Adjusting and Closing Entries You will describe one example of an income, expense, and capital account that should be closed at the end of the year.

Lesson 18: Introduction to Payroll

1. You will describe a need for and list three steps in the procedure for obtaining a social security card.
2. When you are given personal indentification and withholding information for an employee, as well as blank W-4 and W-4E forms, you will identify the proper withholding exemptions certificate for the employee and complete the forms.
3. You will define FICA Tax, Federal Unemployment Tax, and State Unemployment Tax.
4. You will list the four steps used when completing the payroll and name the form necessary for each step.
5. When you are given an employee's identification profile, withholding information, income tax withholding tables, payroll register form, and employee's earnings record forms, you will complete the payroll register and earnings record.

LEARNER RECORD SHEET 6
(Continued)

Pre Post Initial



Lesson 19: Recording the Payroll

1. You will list one account to be debited and four accounts to be credited when recording the payroll entry in the journal.
2. You will describe why taxes, donations, and insurance premiums withheld from an employee's total earnings are recorded as a liability of the business.
3. When you are given the completed payroll amounts, you will record the payroll entry in the combination journal.
4. When you are given the amount of the payroll, income taxes withheld, payroll and unemployment tax rates, and donations or insurance premiums withheld, you will compute the payroll taxes, as well as record the entry for paying the payroll and payroll taxes, in the combination journal.
5. You will describe the function of the Wage and Tax Statement, Form W-2.

LESSON SIXTEEN NAME_____

WORKSHEET DATE_____

FINANCIAL REPORT

TASK 2

Below are two financial statements. Under each statement analyze and describe at least five key facts that a businessman would want to know about his business.

Example: The debts represent 7.8 per cent of his total assets.

Apache Bowling Lanes
Balance Sheet
February 28, 19--

Assets		Liabilities	
Cash	2 1 9 6 00	Sanders Co.	1 3 2 4 00
Bowling Supplies	1 4 1 2 50	Mc Daniel Co.	5 3 0 00
Office Supplies	2 7 0 20	Mohave Repair Co.	1 5 2 90
Bowling Equipment	2 4 0 0 0 00	Pure Cleaners	3 0 20
Office Equipment	1 8 6 0 20	Sauk's Supply Co.	3 8 2 00
		Total Liabilities	3 3 1 9 10
		Capital	
		Harold Green, Capital	27 3 8 9 80
Total Assets	29 7 0 8 90	Total Liab. & Cap.	29 7 0 8 90

1.

2.

3.

4.

5.

Apache Bowling Lanes
Income Statement
February 28, 19--

Income:		
Bowling Income		18450
Expenses:		
Advertising Expense	1350	
Electricity Expense	900	
Maintenance Expense	1350	
Miscellaneous Expense	360	
Rent Expense	3000	
Telephone Expense	160	
Water Expense	400	
Total Expenses		6670
Net Income		11780

Interpretation:

1.

2.

3.

4.

5.

LESSON SIXTEEN

WORKSHEET KEY

FINANCIAL REPORT

TASK 2

Below are two financial statements. Under each statement analyze and describe at least five key facts that a businessman would want to know about his business.

Example: The debts represent 7.8 per cent of his total assets.

Apache Bowling Lanes
Balance Sheet
February 28, 19--

Assets		Liabilities	
Cash	2196 00	Sanders Co.	1324 00
Bowling Supplies	1412 50	McDaniel Co.	530 00
Office Supplies	240 20	Mohave Repair Co.	152 90
Bowling Equipment	24000 00	Pure Cleaners	30 20
Office Equipment	1860 20	Sauk's Supply Co.	282 00
		Total Liabilities	2319 10
		Capital	
		Harold Drew, Cap.	27389 80
Total Assets	29708 90	Total Liab. & Cap.	29708 90

Interpretation:

1. Bowling equipment represents his largest asset balance.
2. Office supplies represent the smallest asset balance.
3. The debts total $2,319.10.
4. The assets total $29, 708.90.
5. The capital account represents more than 92 per cent of the assets.

Aqaqpe Bowling Lanes
Income Statement
February 28, 19--

Income:		
Bowling Income		18450
Expenses:		
Advertising Expense	750	
Electricity Expense	900	
Maintenance Expense	1350	
Miscellaneous Expense	360	
Rent Expense	3000	
Telephone Expense	260	
Water Expense	400	
Total Expenses		6520
Net Income		11930

Interpretation:

1. The expenses represent 36 per cent of the total income.
2. The net income represents 64 per cent of the total income.
3. The rent expense represents the largest expense.
4. The telephone expense represents the smallest expense.
5. The financial report was prepared on Feb. 28, 19__.

LESSON SEVENTEEN

ADJUSTING AND CLOSING ENTRIES

PURPOSE

In this lesson you will learn the need for and function of the adjusting and closing entries. You will have to know where the information comes from to close the accounts and what accounts need to be closed.

Upon completion of this lesson you will be able to give one example of each of an income, expense, and capital account that should be closed at the end of the year.

LESSON TIME

This lesson should take you approximately two hours--thirty minutes for the pretest, sixty minutes for the lesson, and thirty minutes for the posttest.

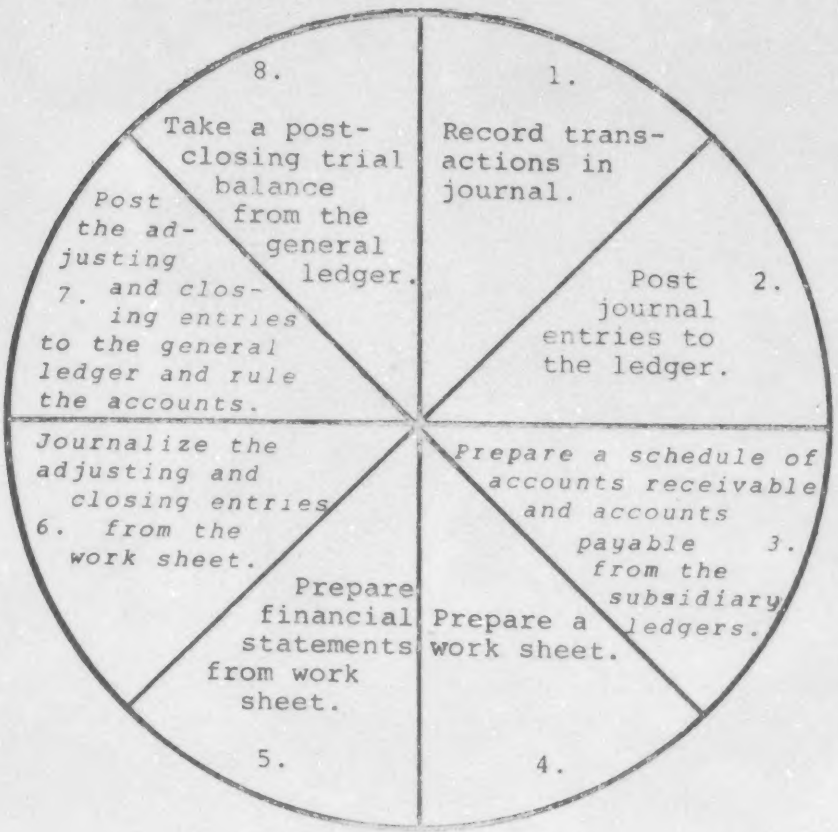
PREREQUISITE KNOWLEDGE

You should be able to recall much of your accounting vocabulary, classify account titles, and possess the knowledge of debit and credit theory.

At this time, ask your instructor for the pretest. If your performance is satisfactory, you may go on to the next lesson. Be sure to record your pretest score on your record sheet.

INTRODUCTION

When you go shopping for groceries or clothes for the family, you have to look all over the store, or perhaps in different stores, to find the things that you want to buy. To record the adjusting and closing entries at the end of each month, you don't have to look over all of your accounting papers and records because the adjustment columns of the work sheet contain the necessary information to record the journal entries needed to bring the general ledger accounts up to date. The income statement columns of the work sheet contain the information for the journal entries needed to close the income, cost, and expense accounts at the end of the fiscal period. So all of the information for the journal entries can be found in one place, the work sheet. As you will recall from the last time you studied the accounting cycle, recording the entries in the ledger is just about the last step in the cycle. After this, we prepare a post-closing trial balance.


1.
Record transactions in journal.
2.
Post journal entries to the ledger.
3.
Prepare a schedule of accounts receivable and accounts payable from the subsidiary ledgers.
4.
Prepare a work sheet.
5.
Prepare financial statements from work sheet.
6.
Journalize the adjusting and closing entries from the work sheet.
7.
Post the adjusting and closing entries to the general ledger and rule the accounts.
8.
Take a post-closing trial balance from the general ledger.

WHAT YOU DO	WHAT YOU NEED
1. Chapter 17 is a very good chapter to read because it gives a review of the bookkeeping cycle. Read pages 313 through 329 in Century 21 Accounting.	1. Century 21 Accounting textbook
2. On the exercise sheet in the lesson describe one example of an income, expense, and proprietorship account that should be closed.	2. Exercise Sheet
3. Check your work, using the exercise sheet key.	3. Exercise Sheet Key

Please go on to the next page and read the summary.

SUMMARY

Compare the two accounting cycles that you have studied. What new or additional steps have been added?

This lesson completes the section dealing with the accounting cycle with the combination journal and subsidiary ledgers. Because of the popularity of the combination journal and the frequent use of subsidiary ledgers, it is important that you be very capable of using the journal and ledgers so that you will attain job-entry level competency.

The title of this lesson is "Adjusting and Closing Entries," but you have learned much more than that! The combination journal is used by many companies. Most companies also use subsidiary ledgers, so it is very important that you are capable of using the journal and the ledgers when you begin your job as an accounting clerk.

The adjusting and closing entries are often entered in the journal by the head bookkeeper or firm accountant, but you should know what goes on so that you will be ready for advancement into one of these positions. If you were a service station attendant and only learned how to wash windows, you would never advance into pumping gas or lubrication jobs. If you wrapped packages for a department store, but did not learn how to wait on customers and become a salesperson, you could not advance. BUT YOU ARE NOT GOING TO BE A SERVICE STATION ATTENDANT OR A SALESPERSON, YOU ARE GOING TO BECOME AN ACCOUNTING CLERK.

The next lesson will deal with a new section of bookkeeping--payroll accounting.

Request the posttest for Lesson 17 from your instructor. After you complete the test and your instructor has checked it, record the score on your learner record sheet and ask him to initial the objective.

LESSON SEVENTEEN NAME_____

EXERCISE SHEET DATE_____

TASK 2

Describe one example of an income, expense, and proprietorship account that should be closed at the end of the year.

1.

2.

3.

Lesson Seventeen

Exercise Sheet Key

Task 2

Describe one example of an income, expense, and proprietorship account that should be closed at the end of the year.

1. Income: (a) Fees
   (b) Sales

2. Expenses: (a) Rent
   (b) Miscellaneous

3. Proprietorship: (a) Income and Expense summary
   (b) Drawing

LESSON EIGHTEEN

INTRODUCTION TO PAYROLL

PURPOSE

This lesson introduces payroll accounting. Some of the payroll duties performed by the accounting clerk include payroll time cards, completing payroll registers, employee earning record cards, and check writing. You are also introduced to the social security card and withholding exemption form.

Upon completion of this lesson you should be able to do the following:

1. *You will describe a need for and list three steps in the procedure for obtaining a social security card.*

2. *When you are given personal identification and withholding information for an employee, as well as blank W-4 and W-4E forms, you will identify the proper withholding exemption certificate for the employee and complete the form.*

3. *You will define FICA tax, federal unemployment tax, and state unemployment tax.*

4. *You will list the four steps used when completing the payroll and name the form necessary for each step.*

5. *When you are given an employee's identification profile, withholding information, income tax withholding tables, payroll register form, and employee's earnings record forms, you will complete the payroll register and earnings records.*

Lesson Time

This lesson should take you approximately three hours — sixty minutes for the pretest; sixty minutes for the lesson; and sixty minutes for the posttest.

New Vocabulary

As you are reading in your textbook, look for the following terms:

Pay period
Payroll
Payroll taxes
Exemption
Social security taxes
Medicare
FICA tax
Federal unemployment tax
State unemployment tax
Total earnings
Payroll register
Employee's earnings record

At this point, ask your instructor for the pretest. If your performance is satisfactory, you may go on to the next lesson. Be sure to record your pretest score on your record.

INTRODUCTION

When you begin your job as an accounting clerk, one of the best days of work will be payday! But who pays you? You know that the money comes from your employer, but who figures out how much you should receive, and who makes out the check or issues the money? This is work often done by the accounting clerk or payroll clerk. Since you are going to become an accounting clerk, you should know how to prepare the payroll records. In this lesson we will talk about payroll taxes, preparing the payroll, and paying the payroll.

Do you have a social security card? How did you get it? If you have received a pay check, you may remember seeing some of the taxes and other amounts that were withheld from your total earnings.

If you haven't worked, perhaps you have noticed paychecks of friends where taxes and other payroll deductions were withheld.

Go on to the next page and follow the directions for the activities.

WHAT YOU DO	WHAT YOU NEED
1. The first part of the payroll system is presented in this lesson. Read Chapter 18, pages 339 through 357 in your textbook.	1. Century 21 Accounting textbook
2. On the exercise sheet describe a need for and identify these three steps in the procedure for obtaining a social security card.	2. Exercise Sheet
3. On the worksheets provided read each of the three tasks related to the W-4, W-4E, and 604, and complete the forms.	3. *Payroll Worksheet*
4. On the exercise sheet define FICA tax, federal unemployment tax, and state unemployment tax.	4. Exercise Sheet
5. On the exercise sheet list four steps needed to complete the payroll, identifying the name of the form necessary for each step.	5. Exercise Sheet
6. Check your answers to the above tasks using the exercise and worksheet keys.	6. Exercise Sheet Key *Payroll Worksheet* Key
7. Do Study Questions 1 through 5 and questions 7 and 8, pages 357-358.	7. Century 21 Accounting textbook, pages 357-358
8. Check your responses, using the textbook on pages 341 through 349.	8. Century 21 Accounting textbook, pages 341-349
9. Do Problems 18-1, 18-2, 18-3, and 18-4 on pages 358 and 359.	9. Working Papers and Study Guides Workbook

WHAT YOU DO	WHAT YOU NEED
10. Check your answers with the teacher's edition of the workbook.	10. Teacher's Edition of the Working Papers and Study Guides.

Please go to the next page and read the summary.

SUMMARY

Can you imagine completing the payroll for fifty or more people without the use of the adding machine or other data processing equipment?

Whether you complete the payroll by hand, with the use of machines or data processing equipment, the basic principles that you have learned in this lesson are the same. Employees' paychecks are subject to income tax withholding and F.I.C.A. taxes. The ceiling or maximum amount that is subject to withholding taxes in 1973 is $10,800. In future years you should watch to see if this changes.

Did you notice the time clock that is used along with the time card? Many companies use a time clock for their employees to record the time that they arrive at work and the time that they quit work. This is called "punching a time clock." The text refers to it as "ringing in" and "ringing out."

When you completed the check or checks for the payroll, did you write the check correctly?

Questions, questions, questions; think about the answers to the above questions, and then think about the journal entries that an accounting clerk must make to record the payroll in the journal. You will study this in the next lesson.

Request the posttest for Lesson 18 from your instructor. After you complete the test and your instructor has corrected it, record the score on your learner record sheet and ask him to initial the objective.

LESSON EIGHTEEN NAME_____

EXERCISE SHEET DATE_____

TASK 2

Describe a need for and identify three steps in the procedure for obtaining a social security card.

Need:

Procedure: (a)
(b)
(c)

TASK 4

Define FICA tax, federal unemployment tax, and state unemployment tax.

a.

b.

c.

TASK 5

List four steps needed to complete the payroll, identifying the name of the form necessary for each step.

a.
b.
c.
d.

LESSON EIGHTEEN NAME_____

EXERCISE SHEET KEY DATE_____

TASK 2

Describe a need for and identify three steps in the procedure for obtaining a social security card.

Need: Identification purposes

Procedure: (a) Get application blank
(b) Fill out
(c) Mail

TASK 4

Define FICA tax, federal unemployment tax, and state unemployment tax.

a. FICA tax: Federal Insurance Contributions Act (FICA) tax paid to the federal government to be used for employee benefits

b. Federal unemployment tax: Tax paid by the employer for administrative expenses

c. State unemployment tax: Tax assessed by the state to pay benefits to unemployed workers

TASK 5

List four steps needed to complete the payroll, identifying the name of the form necessary for each step.

a. Complete the time card.
b. Complete the payroll register.
c. Complete the employee earnings card.
d. Pay the payroll, using a check or payroll charge sheet

LESSON EIGHTEEN NAME_____

PAYROLL WORKSHEET DATE_____

TASK 3

1. Fred Bjorkman, a single 17-year-old student, has just received his first job. He lives at 1012 W. Frito Ave., Mesa, Arizona 85201. His social security number is 300-11-4813. He anticipates an income of $850 for this year. Since Fred did not have to pay any federal income tax last year and does not anticipate paying any federal income tax this year, he is eligible to use the W-4E form. Complete the W-4E form for Fred, using the current date.

Form **W-4E**

Department of the Treasury
Internal Revenue Service

Exemption From Withholding
(of Federal Income Tax)
For use by employees who incurred no tax liability in 1972 and anticipate no tax liability for 1973

1973

Type or print full name | Social Security Number | Expiration date (see instructions and enter date)

Home address (Number and Street)

City, State, and ZIP Code

Employee.—File this certificate with your employer. Otherwise he must withhold Federal income tax from your wages.

Employer.—Keep this certificate with your records. This certificate may be used instead of Form W–4 by those employees qualified to claim the exemption.

Employee's certification.—Under penalties of perjury, I certify that I incurred no liability for Federal income tax for 1972 and that I anticipate that I will incur no liability for Federal income tax for 1973

(Signature)

(Date)

TASK 3

2. Harry Goodman, a single 21-year-old college graduate, has just received a job as an engineer for Motorola starting in June. He signed for $700 per month. Harry lives at 5309 N. 7th St., Phoenix, Arizona 90004. His social security number is 201-48-7842. The employee's withholding exemption certificate is used to determine the amount of federal income tax to withhold out of an individual's pay check. Fill in the W-4 form for Harry Goodman.

Form W-4
(Rev. Aug. 1972)
Department of the Treasury
Internal Revenue Service

Employee's Withholding Allowance Certificate

(This certificate is for income tax withholding purposes only; it will remain in effect until you change it.)

Type or print your full name

Your social security number

Home address (Number and street or rural route)

Marital status
☐ Single ☐ Married
(If married but legally separated, or wife (husband) is a nonresident alien, check the single block.)

City or town, State and ZIP code

1 Total number of allowances you are claiming . . . . . .

2 Additional amount, if any, you want deducted from each pay (if your employer agrees) . . . . . $

I certify that to the best of my knowledge and belief, the number of withholding allowances claimed on this certificate does not exceed the number to which I am entitled.

Signature ▶ ..... Date ▶ ....., 19.....

TASK 3

3. Gary Glomstad, who lives at 1104 Deer Dr., Mesa, Arizona 85201, worked during the summer for the Country Club Golf course, Mesa, Arizona 85201. He earned $250 a month for 3 months. His employer, B. Johnson, withheld $21.70 for federal income tax and $14.63 for social security each pay period. His social security number is 281-60-5221. At the end of the summer he received his W-2 statement, but lost it prior to completing his tax return. The country club was shut down for the season, and Gary was unable to locate his former employer to receive another W-2 form.

   When incidents like this happen, the federal government will let you fill out form 604 and send it in with your tax return. Fill in Form 604 for Gary.

ROWR FORM 604
(REV. 6-60)

U. S. TREASURY DEPARTMENT - INTERNAL REVENUE SERVICE

W-2 EMPLOYEE SUBSTITUTE STATEMENT

NAME OF EMPLOYEE		YEAR 19
ADDRESS OF EMPLOYEE		SOCIAL SECURITY NO.
NAME OF EMPLOYER	ADDRESS OF EMPLOYER	
GROSS WAGES $	FEDERAL INCOME TAX WITHHELD $	FICA WITHHELD $

I certify under penalties of perjury that the amount of the gross wages listed above is not less than the amount of the gross wages paid to me by the above-named employer for the year shown, and that the amount shown as tax withheld is not more than the amount of Federal income tax actually withheld from me by the said employer. I have lost/not received the original receipt and am unable to obtain a copy thereof from the employer.

SIGNATURE OF EMPLOYEE	DATE

Lesson Eighteen

Payroll Worksheet Key

Task 3

1. Frex Bjorkman, a single 17-year-old student, has just received his first job. He lives at 1012 W. Frito Ave., Mesa, Arizona 85201. His social security number is 300-11-4813. He anticipates an income of $850 for this year. Since Fred did not have to pay any federal income tax last year and does not anticipate paying any federal income tax this year, he is eligible to use the W-4E form. Complete the W-4E form for Fred, using the current date.

Form W-4E

Department of the Treasury
Internal Revenue Service

Exemption From Withholding
(of Federal Income Tax)
For use by employees who incurred no tax liability in 1972 and anticipate no tax liability for 1973

1973

Type or print full name	Social Security Number	Expiration date (see instructions and enter date)
FRED BJORKMAN	300-11-4813	4-30-74

Home address (Number and Street)
1012 FRITO AVE.

City, State, and ZIP Code
MESA, ARIZ. 85201

Employee.—File this certificate with your employer. Otherwise he must withhold Federal income tax from your wages.

Employer.—Keep this certificate with your records. This certificate may be used instead of Form W-4 by those employees qualified to claim the exemption.

Employee's certification.—Under penalties of perjury, I certify that I incurred no liability for Federal income tax for 1972 and that I anticipate that I will incur no liability for Federal income tax for 1973.

Fred Bjorkman
(Signature)

Current date
(Date)

TASK 3

2. Harry Goodman, a single 21-year-old college graduate has just received a job as an engineer for Motorola starting in June. He signed for $700 per month. Harry lives at 5309 N. 7th St., Phoenix, Arizona 90004. His social security number is 201-48-7842. The employee's withholding exemption certificate is used to determine the amount of federal income tax to withhold out of an individual's pay check. Fill in the W-4 form for Harry Goodman.

Form **W-4**
(Rev. Aug. 1972)
Department of the Treasury
Internal Revenue Service

Employee's Withholding Allowance Certificate

(This certificate is for income tax withholding purposes only: it will remain in effect until you change it.)

Type or print your full name
Harry Goodman

Home address (Number and street or rural route)
5309 N. 7th St.

City or town, State and ZIP code
Phoenix, Ariz. 90004

Your social security number
201-48-7482

Marital status
☒ Single ☐ Married
(If married but legally separated, or wife (husband) is a nonresident alien, check the single block.)

1 Total number of allowances you are claiming 1

2 Additional amount, if any, you want deducted from each pay (if your employer agrees) $

I certify that to the best of my knowledge and belief, the number of withholding allowances claimed on this certificate does not exceed the number to which I am entitled.

Signature ▶ Harry Goodman Date ▶ Current, 19

TASK 3

3. Gary Glomstad, who lives at 1104 Deer Dr., Mesa, Arizona 85201, worked during the summer for the Country Club Golf Course, Mesa, Arizona 85201. He earned $250 a month for 3 months. His employer, B. Johnson, withheld $21.70 for federal income taxes and $14.63 for social security each pay period. His social security number is 281-60-5221. At the end of the summer he received his W-2 statement but lost it prior to completing his tax return. The country club was shut down for the season, and Gary was unable to locate his former employer to receive another W-2 form.

   When incidents like this happen, the federal government will let you fill out form 604 and send it in with your tax return. Fill in Form 604 for Gary.

ROWR FORM 604 (REV. 6-80)

U. S. TREASURY DEPARTMENT - INTERNAL REVENUE SERVICE

W-2 EMPLOYEE SUBSTITUTE STATEMENT

NAME OF EMPLOYEE: GARY GLOMSTAD	YEAR: 19 -
ADDRESS OF EMPLOYEE: 1104 DEER DR. MESA, ARIZ. 85201	SOCIAL SECURITY NO.: 281-60-5221
NAME OF EMPLOYER: B. JOHNSON	ADDRESS OF EMPLOYER: COUNTRY CLUB GOLF MESA, AZ. 85201

GROSS WAGES	FEDERAL INCOME TAX WITHHELD	FICA WITHHELD
$ 750.00	$ 65.10	$ 43.89

I certify under penalties of perjury that the amount of the gross wages listed above is not less than the amount of the gross wages paid to me by the above-named employer for the year shown, and that the amount shown as tax withheld is not more than the amount of Federal income tax actually withheld from me by the said employer. I have lost/not received the original receipt and am unable to obtain a copy thereof from the employer.

SIGNATURE OF EMPLOYEE

DATE: Current

LESSON NINETEEN

RECORDING THE PAYROLL

PURPOSE

You will become acquainted with the Wage and Tax Statement, Form W-2, and learn how to compute, record in the journal, and pay the payroll and payroll taxes.

When you have satisfactorily completed this lesson, you should be able to do the following:

1. *You will list one account to be debited and four accounts to be credited when recording the payroll entry in the journal.*
2. *You will describe why taxes, donations, and insurance premiums withheld from an employee's total earning are recorded as a liability of the business.*
3. *When you are given the completed payroll amounts, you will record the payroll entry in the combination journal.*
4. *When you are given the amount of the payroll, income taxes withheld, payroll and unemployment tax rate, and donations or insurance premiums withheld, you will compute the payroll taxes as well as record the entry for paying the payroll and payroll taxes in the combination journal.*
5. *You will describe the function of the Wage and Tax Statement, Form W-2.*

LESSON TIME

This lesson should take you approximately three hours and twenty minutes--sixty minutes for the pretest, ninety minutes for the activities in the lesson, and fifty minutes for the posttest.

Prerequisite Knowledge

You should have an understanding of the vocabulary words used in Lesson 18 and the ability to classify the payroll accounts introduced in the lesson.

Special Activities or Concerns

All of the objectives on *Learner Record Sheet 6* must be signed by your instructor before you may go on to the next lesson.

At this time, ask your instructor for the pretest. If your performance is satisfactory, you may go on to the next lesson. Be sure to record your pretest score on your record sheet.

INTRODUCTION

You will recall that journalizing transactions increases accuracy and provides a record of transactions in a chronological order. The journal or permanent record form is also not lost as easily as a piece of paper. (There are exceptions to this last statement, unfortunately.)

After the payroll information has been summarized in the payroll register, the register is used to journalize the payroll entry. Entries are also made to record the liabilities for payroll withholdings and employer's payroll taxes. In this lesson, you will learn these journal entries.

You will also read about the *Wage and Tax Statement, Form W-2*. People often shorten this title and commonly refer to it as the "W-2 Form." You will receive one of these forms from your employer during January if you have worked.

Go on to the next page and follow the directions to complete the activities.

WHAT YOU DO	WHAT YOU NEED
1. Read Chapter 19, pages 363 through through 376 in your textbook.	1. Century 21 Accounting textbook
2. On the exercise sheet, answer Study Question 3 from page 376 in the textbook.	2. Century 21 Accounting textbook Exercise Sheet
3. Check your answer to Task 2 with the information on pages 364 and 365 in the textbook.	3. Century 21 Accounting textbook
4. Describe why taxes, donations, and insurance premiums withheld from an employee's total earnings are recorded as a liability of the business. Write your answer on the exercise sheet.	4. Exercise Sheet
5. Check your answer to Task 4 using the exercise sheet key.	5. Exercise Sheet Key
6. Do Problems 19-1 and 19-2 on pages 378 and 379 in your textbook.	6. Century 21 Accounting textbook Working Papers and Study Guides workbook
7. Check the problems, using the teacher's edition of the workbook.	7. Teacher's Edition of the Working Papers and Study Guides
8. Answer Study Question 11 from page 377 in the textbook on the exercise sheet.	8. Century 21 Accounting textbook Exercise Sheet
9. Check your answer to Task 8 by referring to pages 373 and 374 in your textbook.	9. Century 21 Accounting textbook

Go on to the next page and read the summary.

SUMMARY

Because employers are required to file reports with the government, as you read in your text, it is important that payroll records are accurate and complete. An employee will also become concerned if his paycheck does not contain the entire amount to which he is entitled.

If you go to work for a restaurant owner, self-employed individual, or farmer, you will want to check with the Internal Revenue Service office in the area to see how payroll accounting for these occupations differ.

The text mentions three methods of doing payroll work: manual, using machines, or using automated data processing equipment.

In the next lesson you will be introduced to manual and mechanical data processing methods. As you study these, consider different methods of processing the payroll.

Request the posttest from your instructor. When you have completed it, ask him to correct it. If you complete it satisfactorily, record your score on the learner record sheet.

LESSON NINETEEN NAME_____

EXERCISE SHEET DATE_____

TASK 2

Study Question 3

TASK 4

Describe why taxes, donations, and insurance premiums withheld from an employee's total earnings are recorded as a liability of the business.

TASK 8

Study Question 11

Lesson Nineteen

Exercise Sheet Key

Task 2

Study Question 3

See pages 364 and 365 in the textbook.

Task 4

Describe why taxes, donations, and insurance premiums withheld from an employee's total earnings are recorded as a liability of the business.

Until these amounts are paid to the intended recipients they are liabilities of the company because the funds are not owned by the company.

Task 8

Study Question 11

See pages 373 and 374 in the textbook.

LESSON TWENTY

DATA PROCESSING

PURPOSE

"Data processing" is often a term that causes an individual to think of walls of computers, scientists, and "I will never be able to understand it." In this lesson you will learn that data processing is handling data, an activity that you will do every day as an accounting clerk. You will study different types of data processing and the data processing cycle. You will also compare this cycle to the accounting cycle.

When you complete this lesson, you should be able to do the following:

1. *You will define data processing and describe one goal of data processing.*
2. *You will list three types of data processing systems and describe one example of each system.*
3. *You will list and describe the four phases of the data processing system.*
4. *You will list the four steps in the data processing cycle and describe the steps from the accounting cycle that are comparable to it.*

LESSON TIME

This lesson should take you approximately three hours--thirty-five minutes for the pretest, one hundred-twenty minutes for the lesson, and twenty-five minutes for the posttest.

NEW VOCABULARY

As you are reading in your textbook, look for the following terms.

Data processing

Data processing system

Input

Processing

Storage

Output

Write-it-once principle

Automated data processing cycle

Input media

Output media

Data communications

Punched card

Unit record card

Unit record equipment

Unit record system

Unit set

Packing list

Pegboard

Automation

Automated data processing system

Symbolic flow chart

Data processing cycle

Card punch

Verifying

Verifier

Sorter

Merging

Collator

Tabulator

Calculator

At this time, ask your instructor for the pretest. If your performance is satisfactory, you may go on to the next lesson. Be sure to record your pretest score on your record sheet.

INTRODUCTION

Because business is continually looking for cheaper and faster ways of recording and storing information, methods and machines have been invented to help a person complete a task, not only faster and for less money, but also more accurately. The term "data processing" is used to describe these procedures and equipment.

You will be introduced to three data processing systems - manual, mechanical, and electronic. The primary emphasis in this lesson is for you to learn data processing theory and not develop a skill.

Go on to the next page and follow the directions for the activities.

WHAT YOU DO	WHAT YOU NEED
1. You will be covering many of the data processing concepts that can be of great benefit to you in a job as an accounting clerk. Read Chapters 20 and 21, pages 383 through 419 in your textbook.	1. Century 21 Accounting textbook
2. On your exercise sheet define data processing and describe one goal of data processing.	2. Exercise Sheet
3. On your exercise sheet, list three types of data processing systems and describe one example of each system.	3. Exercise Sheet
4. Check your answers to Tasks 2 and 3, using your Exercise Sheet Key.	4. Exercise Sheet Key
5. Do Study Question 4 on page 400 and Study Questions 2 and 3 on page 420 in your textbook. Write your answers on the exercise sheet.	5. Century 21 Accounting textbook Exercise Sheet
6. Check your answers to Task 5 in your textbook on pages 387, 403, and 405.	6. Century 21 Accounting textbook

Please go on to the next page and read the summary.

SUMMARY

Data processing is something that you will do every day as an accounting clerk when you journalize transactions, deposit money in the bank, prepare payroll, and type reports. You will be handling data. (Did you know that there are three ways to pronounce the word "data"?)

Think of ways that you use data processing at home. A message that is written once and posted on the wall or cupboard where everyone will see it is an example of the write-it-once principle.

Request the posttest for Lesson 20 from your instructor. After you complete the test and your instructor has checked it, record the score on your learner record sheet.

LESSON TWENTY NAME_____

EXERCISE SHEET DATE_____

TASK 2

Define and describe one goal of data processing.

TASK 3

List three types of data processing systems, and describe one example of each system.

System	Example of System
1.	1.
2.	2.
3.	3.

TASK 5

Lesson Twenty

Exercise Sheet Key

Task 2

Define and describe one goal of data processing.

Data processing is the handling of data. A goal of data processing is to achieve accurate, up-to-date information as quickly and economically as possible.

Task 3

List three types of data processing systems, and describe one example of each system.

System	Example of System
1. Manual	1. Pegboard
2. Mechanical	2. Calculator
3. Electronic	3. Computer

Task 5

Refer to your textbook

LEARNER RECORD

SHEET 7

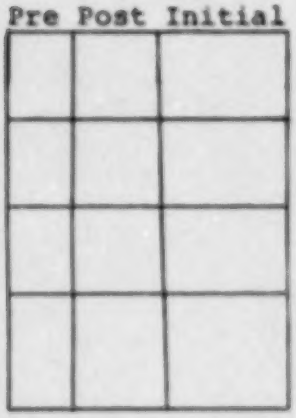
NAME_____

PERIOD_____

BEGINNING DATE_____

DATE OF COMPLETION_____

The next two lessons will concern the following objectives. As you complete the pretest or posttest satisfactorily, record your score in the box by the objective and ask your instructor to write his initials in the appropriate box.



Lesson 20: Data Processing

1. You will define data processing and describe one goal of data processing.
2. You will list three types of data processing systems and describe one example of each system.
3. You will list and describe the four phases of the data processing system.
4. You will list the four steps in the data processing cycle and describe the steps from the accounting cycle that are comparable to it.

Lesson 21: Self-Evaluation

You will describe your attitude toward becoming an accounting clerk, describe at least three of your strengths and an area for self-improvement, and make a "Yes" or "No" decision whether you will develop related skills that are needed in accounting.

Lesson Twenty-One

SELF-EVALUATION

Purpose

You will review your performance in the lessons, express your opinion concerning becoming an accounting clerk, and indicate your future educational plans in this lesson.

Upon completion of this lesson, you should be able to do the following:

You will describe your attitude toward becoming an accounting clerk. Describe at least three of your strengths and an area for self-improvement, and make a "Yes" or "No" decision whether you will develop related skills that are needed in accounting as a career choice.

Lesson Time

This lesson should take you approximately two hours--twenty minutes for the pretest, one hour and ten minutes for the activities, and twenty minutes for the posttest.

Special Activities or Concerns

All the objectives on your learner record sheet must be signed before you continue in the lesson.

At this point, ask your instructor for the pretest. Discuss your responses with your instructor. You will have to make a decision about your future course of study. If your performance is satisfactory, record your pretest score on your record sheet.

INTRODUCTION

You have almost completed your instruction in accounting theory. This is a good time for you to stop, take a look at what you have done, comment on and explore the possibilities of what you may do in the future in regard to this series of lessons and choice of occupation.

Go on and complete the activities for the lesson.

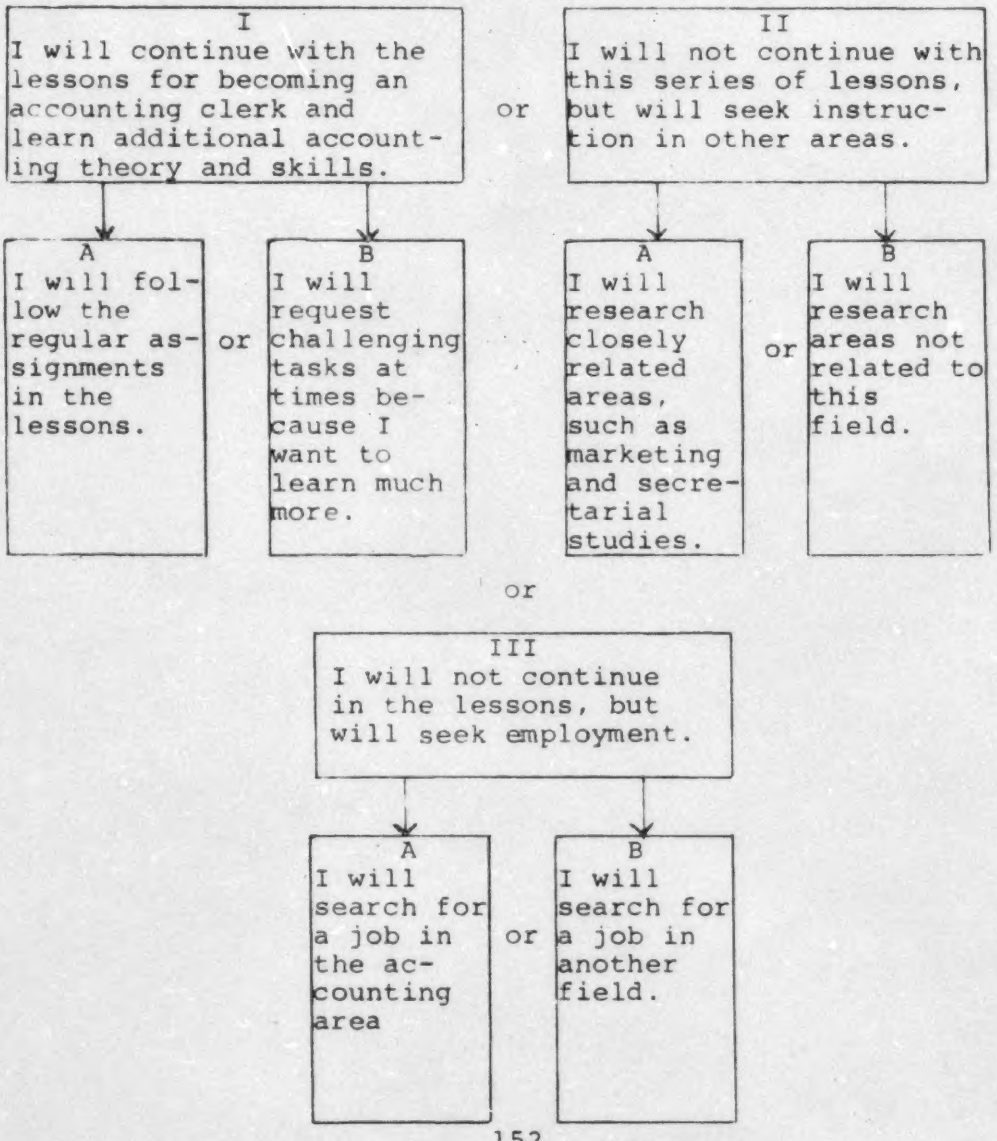
WHAT YOU DO	WHAT YOU NEED
1. Reread the *Job and Skill Description Worksheet* found in Lesson 1. If you do not have a copy, obtain one from your instructor.	1. *Job and Skill Description Worksheet*
2. Read the section on the occupation bookkeeping worker in the Occupational Outlook Handbook.	2. Occupational Outlook Handbook
3. Make an appointment and talk with school personnel, such as your instructors or counselors, or talk to adult members of your family about a possible career choice in the field of accounting.	
4. Complete the *Self-Evaluation Worksheet*.	4. *Self-Evaluation Worksheet*
5. Review your *Self-Evaluation Worksheet*, using the worksheet key.	5. *Self-Evaluation Worksheet* Key

Go on now and read the summary.

Summary

Because an accountant writes reports for his superiors, you should practice this by organizing your thoughts and information when you respond to the test questions.

When you have satisfactorily completed your posttest, you will discuss your responses with your instructor. At that time you will again have to make a decision about your future course of study. Let's look at the possibilities.


I
I will continue with the lessons for becoming an accounting clerk and learn additional accounting theory and skills.
or
II
I will not continue with this series of lessons, but will seek instruction in other areas.
A
I will follow the regular assignments in the lessons.
or
B
I will request challenging tasks at times because I want to learn much more.
A
I will research closely related areas, such as marketing and secretarial studies.
or
B
I will research areas not related to this field.
or
III
I will not continue in the lessons, but will seek employment.
A
I will search for a job in the accounting area
or
B
I will search for a job in another field.

Any one of the six statements may be the correct decision for you to make. Your instructor will not fail you on the posttest if you conclude that you should leave the field of accounting. Also, you will not be penalized if you do not request additional tasks. The lesson, as presented, is designed so that you will learn the knowledge and skills required of an accounting clerk.

Whatever your decision may be, you will find that the accounting theory you have learned will be useful not only in your own home, but also in almost all areas of employment.

Request the posttest from your instructor. When you have finished the test, discuss it with him.

LESSON TWENTY-ONE NAME_____

SELF-EVALUATION DATE_____

Directions: Place a check in the column that describes your feelings about the following statements. There are no "correct" answers. The responses that you check should be your opinion.

Always	Frequently	Usually	Seldom	Never	Does not apply to me	
						1. I like the majority of my peer group at work to be men.
						2. The neatness of my work is important to me.
						3. I can take the same information and correctly write it on different forms.
						4. I like to determine my own starting and stopping times for work and vary my daily hours.
						5. I can keep information confidential and do not feel a need to share it with just one person.
						6. My handwriting is very legible.
						7. I am a creative person and like to do things differently everytime I do them.
						8. I use the adding machine to complete my accounting work.
						9. I like the majority of my peer group at work to be women.
						10. I feel that I am the only person who needs to be able to read my accounting projects.
						11. If I am not sure of the spelling of a word, I look it up in the dictionary.
						12. I made mistakes in the lessons because I did not write numbers down correctly.
						13. While I was working in the lessons, I learned the vocabulary and did not refer to a form or statement as a "what-cha-ma-call-it."

Always	Frequently	Usually	Seldom	Never	Does not apply to me	
						14. When I get a job as an accounting clerk, I will follow the steps that I learned in the textbook and not change to the way my employer keeps his records, if it is different.
						15. I read and follow directions and do not try to do something in my own way.
						16. When I am working with money, every cent needs to be accounted for in my reports.
						17. I try to increase my knowledge of accounting as I work and hope to advance to a higher position.
						18. If an adding machine is not avaialable, I cannot do my work.
						19. I want my job to provide benefits other than wages, such as group health insurance, life insurance, and retirement benefits.
						20. If the office does not have modern furniture and office machines, I will not work for that business.
						21. I feel confined when I have to work inside a building.
						22. I like to work sitting down at a desk or work station.
						23. I am able to look at a list of facts and write a brief summary of the facts in paragraph form.
						24. It is important that I earn at least $200 per week when I work as an accounting clerk.

Always	Frequently	Usually	Seldom	Never	Does not apply to me	
						25. I have taken business mathematics or other mathematics courses in high school and achieved an average grade or better in the course.
						26. When I repeat the same job often, I get bored and make many mistakes or become careless.
						27. I like to work indoors.
						28. I like to work with numbers.
						29. I have been able to read and understand the material in the textbook.
						30. I have scored 90 percent or above on the posttests in the lessons.

LESSON TWENTY-ONE

SELF-EVALUATION

WORKSHEET KEY

After you have completed your *Self-Evaluation Worksheet*, compare your responses to the worksheet key. Most statements on the worksheet key have two or more possible responses. (You were only supposed to check one response on your worksheet.) The multiple responses mean that each check represents a desired response.

Let's define *desired response*. The worksheet directions state that there are no "correct" answers. The responses that you check should be your opinion. If you are to continue in the lessons and become an accounting clerk, your opinions should closely follow the *desired responses*.

If your opinions do not follow the desired responses, ask yourself why. You should also think about the consequential results of these differences.

LESSON TWENTY-ONE

SELF-EVALUATION

WORKSHEET KEY

Directions: Place a check in the column that describes your feelings about the following statements. There are no "correct" answers. The responses that you check should be your opinion.

Always	Frequently	Usually	Seldom	Never	Does not apply to me	
			x	x		1. I like the majority of my peer group at work to be men.
x	x					2. The neatness of my work is important to me.
x	x					3. I can take the same information and correctly write it on different forms.
			x	x		4. I like to determine my own starting and stopping times for work and vary my daily hours.
x						5. I can keep information confidential and do not feel a need to share it with just one person.
x	x					6. My handwriting is very legible.
			x	x		7. I am a creative person and like to do things differently everytime I do them.
x	x	x				8. I use the adding machine to complete my accounting work.
x	x					9. I like the majority of my peer group at work to be women.
				x		10. I feel that I am the only person who needs to be able to read my accounting reports.
x	x					11. If I am not sure of the spelling of a word, I look it up in the dictionary.
			x	x		12. I made mistakes in the lessons because I did not write numbers down correctly.
x	x					13. While I was working in the lessons, I learned the vocabulary and did not refer to a form or statement as a "what-cha-ma-call-it."

Always	Frequently	Usually	Seldom	Never	Does not apply to me	
			x	x		14. When I get a job as an accounting clerk, I will follow the steps that I learned in the textbook and not change to the way my employer keeps his records, if it is different.
x	x					15. I read and follow directions and do not try to do something in my own way.
x	x					16. When I am working with money, every cent needs to be accounted for in my reports.
x	x	x				17. I try to increase my knowledge of accounting as I work and hope to advance to a higher position.
				x		18. If an adding machine is not available, I cannot do my work.
x	x	x	x	x		19. I want my job to provide benefits other than wages, such as group health insurance, life insurance, and retirement benefits.
				x		20. If the office does not have modern furniture and office machines, I will not work for that business.
			x	x		21. I feel confined when I have to work inside a building.
x	x	x				22. I like to work sitting down at a desk or work station.
x	x	x				23. I am able to look at a list of facts and write a brief summary of the facts in paragraph form.
			x	x		24. It is important that I earn at least $200 per week when I work as an accounting clerk.

Always	Frequently	Usually	Seldom	Never	Does not apply to me	
x	x					25. I have taken business mathematics or other mathematics courses in high school and achieved an average grade or better in the course.
			x	x		26. When I repeat the same job often, I get bored and make many mistakes or become careless.
x	x	x				27. I like to work indoors.
x	x	x				28. I like to work with numbers.
x	x	x				29. I have been able to read and understand the material in the textbook.
x	x	x				30. I have scored 90 percent or above on the posttests in the lessons.